

MENDOCINO COUNCIL OF GOVERNMENTS

Approved MINUTES

Monday, December 7, 2015

County Administration Center, Board of Supervisors Chambers

The Mendocino Council of Governments (MCOG) meets as the Board of Directors of:
Mendocino Regional Transportation Planning Agency (RTPA) and
Mendocino County Service Authority for Freeway Emergencies (SAFE)

1. Call to Order / Roll Call. The meeting was called to order at 1:30 p.m. with Directors Jackman (Caltrans/PAC), Doug Hammerstrom, Steve Scalmanini, Larry Stranske, Susan Ranochak, Tom Woodhouse, and Dan Gjerde present; Chair Gjerde presiding. Director Jim Koogle was excused.

Staff present: Phil Dow, Executive Director; Janet Orth, Deputy Director/CFO; Loretta Ellard, Deputy Planner; Nephele Barrett, Program Manager; and Leila Doyle, Administrative Assistant.

2. Convene as SAFE

3. Adoption of Resolution #S2015-02 To Amend Agreement with State of California Department of California Highway Patrol. Executive Director Dow reported a cost increase to the CHP contract for dispatch and related maintenance services for Fiscal Years 2015/16 and 2016/17. The TTY costs have increased due to the addition of a separate phone line to make the satellite call box technology ADA compliant, solving the problem of the satellite boxes' lack of teletype keyboards for hearing-impaired motorists. Dispatch is routed through both Ukiah and Arcata. The proposed cost increase is still within the SAFE budget. Staff recommends approval of the amendment as requested by CHP.

Upon motion by Ranochak, second by Woodhouse, and carried unanimously on roll call vote (*6 Ayes – Hammerstrom, Scalmanini, Stranske, Ranochak, Woodhouse, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Koogle*): IT IS ORDERED that the following resolution is adopted.

Resolution No. S2015-02

To Amend Agreement with State of California
Department of California Highway Patrol
(Reso. #S2015-02 is incorporated herein by reference)

4. Recess as SAFE - Reconvene as RTPA

5. Recess as RTPA - Reconvene as Policy Advisory Committee

Public Expression. None.

6 - 9. Regular Calendar

6. Public Hearing: Unmet Transit Needs for Fiscal Year 2016/17

- a. Finding of Proper Notice. Ms. Orth summarized the purpose of this hearing and the annual process as detailed in her written staff report. She requested a finding of proper notice, verifying legal notices of the public hearing, citing proofs of publication from four local newspapers. Additionally, the notice was posted on the MCOG website (www.mendocinocog.org) and was emailed to interested stakeholders on MCOG's list-serve.

Upon motion by Hammerstrom, second by Woodhouse, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that this public hearing on 2016/17 Unmet Transit Needs was properly noticed.

- b. Staff Report: Social Services Transportation Advisory Council (SSTAC) Recommendations of November 10, 2015. Ms. Orth reported the Social Services Transportation Advisory Council (SSTAC) recommendations of their workshop. Submitted as testimony was a list of 95 unmet transit needs and four additional recommendations for related transportation issues compiled by MCOG's SSTAC. The list included needs reported by the SSTAC members (seven needs), input received by Mendocino Transit Authority (MTA) from public meetings during the year (13 needs), and also the concurrent Mendocino Countywide Transit Ridership Survey outreach process (approximately 75 needs, not yet sorted for duplicates). Issues identified during outreach included access to transit services by seniors, disabled and disadvantaged riders; non-emergency medical trips; reaching remote areas; bicycle sharing and ride sharing; and ways to maximize use of existing services. Also, more needs were received after the workshop, reported during this public hearing.

Director Hammerstrom asked whether a list that long will be sorted through for prioritizing. Ms. Orth agreed that it will be sorted into categories and the highest priorities will rise to the top. The workshop is a brainstorming session, and it is very unlikely all 95 needs will be addressed.

- c. Public Hearing. The Chair opened the hearing at 1:44 p.m.
- Valerie Johnson, Independent Adult Services, submitted written testimony and spoke to unmet transportation needs of disabled, elderly and low-income individuals, and students in the Ukiah area. She identified several needs including 1) transportation to Mendocino County Office of Education during daytime hours; 2) free transportation to Mendocino College students; 3) subsidies for elderly and disabled outside City limits to access business and services; 4) transportation to evening recreation activities; 5) subsidized transportation to homeless shelters and Plowshares dining room in evening hours.
 - Pam Jensen, Ukiah Valley Association for Habilitation (UVAH), spoke about needs of clients with developmental disabilities and their employment program. Many of the jobs are outside of the typical 9-5 work day. Dial-a-Ride works well when available and people feel safe with it. When needed, taxi companies are not always as punctual and reliable, causing tardiness.
 - Susan Knopf, resident of Ukiah spoke about roundabouts, such as the one in Hopland. She suggested that when people object to roundabouts, more education is provided to the public about their function and benefits.

Ms. Orth reported additional written testimony received from North Coast Opportunities (NCO) and South Coast Senior Center, and oral testimony received from Pinky Kushner of Ukiah. The hearing was closed at 1:57 p.m.

- d. Board Action. Board questions and comments included:
- Roundabouts are not directly related to the transit system; however some education would be of value. MCOG has some funds available for training that might be used for this purpose. (Dow, others)
 - All testimony can be evaluated by MTA to see what rises to the top. (Orth)
 - Has today's public testimony been recorded? Yes. (Hammerstrom, staff)
 - MTA is working with the Mendocino College student body association to provide free or subsidized bus passes for students. Discussion of MCOG's funding from the countywide sales tax, most of which funds public transit. This project is funded by the State's Low Carbon Transit Program. (Gjerde, Orth)

Chair Gjerde read staff's recommended action and called for a motion. Ms. Orth further clarified the required action and noted that the "reasonable to meet" finding is made following the TPC's recommendation, as part of budget adoption in June. This action satisfies the process required by the Transportation Development Act (TDA).

Upon motion by Hammerstrom, second by Ranochak, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that 1) MCOG receives as testimony all needs reported by the SSTAC, MTA, and the public hearing; 2) the testimony received includes "unmet transit needs" as qualified by MCOG's adopted definitions; and 3) all testimony is directed to Mendocino Transit Authority for analysis and for further review by the SSTAC and the Transit Productivity Committee.

7. Presentation by Strategies By Design and Possible Action by MCOG to Accept the Mendocino County Zero Emission Vehicle (ZEV) Regional Readiness Plan - Phase 2 Feasibility Report. The final report had been distributed with the agenda materials for review. According to the staff report, "The objective of this second phase is to engage appropriate jurisdictions and the community to concur with and promote plug-in electric vehicle (PEV) charging station locations in a public network that serves the entire countywide region as well as travelers. A Feasibility Report will be developed that answers specific questions raised by the Mendocino County ZEV Regional Readiness Plan, which were unable to be addressed due to funding limitations."

Ms. Orth introduced the project consultant, Ms. Sue Haun, M.A., principal of Strategies By Design, who gave a slide presentation of the final report and answered questions throughout. The presentation covered Community Engagement Process, Feasibility and Costs of Preferred Sites, Recommendations and Next Steps. A total of 19 sites are proposed as a "safety net" for PEV drivers.

Board questions and discussion included:

- Suggestion to keep private sites, such as Peg House near Leggett, if best and safest location. Public dollars could stretched by partnering with private sector. (Gjerde, Hammerstrom) The Readiness Plan prioritized publically owned sites, then private site hosts where most feasible. MCOG might consider awarding mini-grants to encourage businesses to install their own chargers. (Haun)
- How long does it take to charge a vehicle? Why would two cars plug into a dual charger if it slows down the rate of charging for both? Is this considered in the site analyses? (Gjerde, Scalmanini, Woodhouse) It all depends on levels of power available to the charging unit. It is important to provide sufficient power based on an electrician's evaluation. Panel upgrades may be required at some locations. There are still many unknowns. (Haun, Orth)
- Best to take enough time to do it right the first time, while serving the public demand for convenience. (Scalmanini, Woodhouse)

Ms. Orth reported on a joint workshop that day of the California Energy Commission (CEC) and the California Public Utilities Commission that would provide an update on electric vehicle infrastructure planning and investment activities occurring statewide, including state, regional and private sector planning. Staff was covering the webinar. She suggested some next steps for the Regional Readiness Plan, such as identifying an agency to implement the plan, seeking funds, placing the plan in the hands of decision makers, finalizing locations and power needs, and ensuring installed locations are on various network maps. CEC will release a funding solicitation soon. Also, if PG&E installs its own network, it might be a way to implement the Mendocino plan.

Upon motion by Woodhouse, second by Scalmanini, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 0 Absent): IT IS ORDERED that the Mendocino County Zero Emission Vehicle (ZEV) Regional Readiness Plan Phase 2 – Feasibility Report is accepted as prepared by the consultant.

8. Technical Advisory Committee (TAC) Recommendation of November 18, 2015:

- a. Public Hearing: Approval of Resolution Adopting the 2016 Regional Transportation Improvement Program (RTIP). Executive Director Dow introduced the matter, noting there is still time to make modifications if the Council so chooses. There were two staff reports, his and Program Manager Nephele Barrett's. His written staff report addresses some concerns brought up at the November meeting, particularly regarding the "child projects" of the Willits bypass and the request for increased funds. He noted that Caltrans personnel were present to address questions.

Ms. Barrett requested a finding of proper notice, verifying legal notices of the public hearing, citing proofs of publication from four local newspapers. **Upon motion** by Woodhouse, second by Ranochak, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that this public hearing on Adoption of the 2016 RTIP was properly noticed.

Ms. Barrett then reviewed her report, detailing the status. There is no new funding capacity in the State Transportation Improvement Program (STIP). There is a statewide shortage of funds due to lack of gasoline tax revenues, as a result of the "gas tax swap" annual adjustment. Projects that could be delayed are proposed for rescheduling due to the funding shortage. She had prepared a single RTIP document based on the TAC recommendation, including options with and without child project additional funding. The TAC recommended full funding of the request for additional funds.

She detailed additional proposed changes to the RTIP that were handed out at the start of the meeting as a revised resolution, relative to existing 2014 RTIP funding reserves identified for the North State Street Intersection & Interchange Improvements project at \$1,602,000, to be carried over and programmed when funding becomes available.

Mr. Dow then reiterated the matter introduced at the November meeting relative to Caltrans's request for a 15% share of cost increases for two of the four child projects related to the bypass, Ryan Creek/Coho Salmon Mitigation and Sherwood Road Geometric Upgrade. He described them briefly, referring to details in the agenda packet, and the purpose of the funding request. Bypass construction is 87% complete. He then invited questions. In response to Director Hammerstrom, Ms. Barrett stated differences between total cost and state and regional shares, referring to Table 5 in the RTIP document.

Mr. Dow then reported results of the appeal for a funding partner. As directed by the Council in November, a letter had been signed by the Chair and sent to Humboldt County Association of Governments (included in agenda packet). He later contacted Executive Director Marcella Clem, who confirmed the item had been heard by their council. The response was negative, as HCAOG has a \$2 million funding deficit, and it would have been preferable to receive this request at the start of the project than at the end.

Concluding his staff report, Mr. Dow addressed "Consequences of ignoring requests for programming of future funds for child project costs." He had two major concerns. First would be long-term damage to relationships with Caltrans and the California Transportation Commission (CTC), signaling that MCOG is an unreliable partner. The second point was that it takes many years to plan and complete a project, requiring follow-through with subsequent boards throughout the process. Continuity, reliability and commitment are important, so as not to open a precedent by future boards to renege on current projects.

Finally, he noted the status of future commitments of funds and balance of RTIP shares for the bypass project. The addition of the requested \$349,000 would bring the net total to approximately \$7.5 million.

Board questions and discussion followed, including the following points.

- Disagrees that Fort Bragg's return of RTIP programmed funds was automatically reducing deficit of bypass costs. Does not agree that puts MCOG in a better position. Discussion of

what exactly is the nature of MCOG's commitment. If two worthy projects compete, drop the notion of a commitment, make choice based on merit. (Hammerstrom)

- City did not take action to release that project until after MCOG had made its decision in December 2014 to commit additional funds to the bypass. Chronological difference. Agrees with Hammerstrom that projects should be selected on merit, but also wants to see continuity. (Dow)
- Sherwood Road project was presented by Caltrans to City of Willits and negotiated as part of the relinquishment of 101 through downtown; Caltrans must leave it in a state of good repair. There was no talk then of funding from any other agency. Does not think MCOG should have to pay a share. Also, why is Ryan Creek part of the project, as it is miles away? (Stranske)
- The four individual child projects are directly related to the overall project, but are funded separately. All are part of MCOG's commitment. (Dow)
- Confirmation that the four child projects already have some funding from MCOG? (Hammerstrom) Yes, all money was committed at once in 2012 RTIP. Refer to proposed RTIP Section 14; lower figure is current commitment and higher figure would be if proposal is approved. (Dow, Barrett)
- Chair Gjerde reiterated the costs to date and the request. He invited the Caltrans representatives to speak and suggested they also address any more anticipated increases.

Mauricio Serrano, Project Manager, described how the four child projects came about. They are part of the required mitigations. He described funds allocated and purpose of the Ryan Creek mitigation project, a required project due to permanent impacts of the bypass. California Department of Fish & Wildlife (DFW) amended conditions of Caltrans' permit, the scope of which was to improve fish passage, adding a second fork of Ryan Creek. This increased the cost, with MCOG's 15% share at \$306,000. Mr. Serrano then introduced Chris Collison, Senior Biologist for over a decade on this project.

Mr. Collison stated the Coho salmon will be impacted by the bypass, and Caltrans must compensate as it is a listed species; it is so sensitive, it needs help recovering. Ryan Creek is a key area for recovery. Even though located outside Little Lake Valley, it is impacted by the bypass. US-101 has two culverts at the north and south forks that block fish passage; the permit amendment required improvements to both forks. County of Mendocino had already remediated their segment of Ryan Creek. Once mitigations are completed, the fish will be able to spawn five more miles upstream.

Mr. Serrano then described the Sherwood Road project. The relinquishment agreement with City of Willits requires improving the intersection with US-101. Additional right-of-way capital is needed for utility relocation. MCOG's 15% share of this cost increase is \$43,000. The third child project is the relinquishment of US-101, currently in the design phase, but no increases are anticipated for right-of-way acquisition or construction capital. The remaining child project is the wetlands mitigation, currently in the construction phase and fully funded for ten years of monitoring and reporting. He and Mr. Collison then answered questions. A discussion of the wetlands mitigation project ensued.

Director Woodhouse asked whether there could be storm damage costs on the mitigation projects. Mark Suchanek, Deputy Director of Maintenance & Operations, Caltrans District 1, was invited to the podium to respond. Storm damage repair is part of the contingency plan, funded separately by the State Highway Operations & Protection Program (SHOPP). Contingencies are reduced over time as the project is completed, though there still is some risk. There is a fish passage requirement regardless.

Director Woodhouse expressed his support for the fish passage, respect for the Caltrans representatives, and concern for constituents. He called for anticipation of further cost increases to MCOG, for protection of the agency and public interest.

The Chair opened the public hearing at 3:57 p.m.

Denise Rose, General Manager, Brooktrails Township Community Services District, spoke to the Sherwood Road improvement project. None of the existing emergency roads are in any condition to evacuate residents of Brooktrails. She urged support for Sherwood Road improvements, citing unsafe conditions for pedestrians.

Director Woodhouse thanked her for continuing to attend MCOG's meetings, representing the district.

The hearing was closed at 3:59 p.m. Further board discussion included the following.

- Confidence in Ryan Creek project and Sherwood Road, less so in the wetlands mitigation. What happens at the end of the ten years? (Gjerde)
- Questions about non-motorized transportation safety in the corridor. (Various) Discussion of US-101 relinquishment project; not MCOG's responsibility. Funds are included in contingency for work on related county roads. Does not like cost increases, but this is the largest project in Mendocino County history. Federal and state resource agencies dictate conditions to be met. Caltrans is working to stay within its Risk Management Plan. This RTIP project is a partnership and Caltrans will continue working diligently to complete projects within funding constraints. (Suchanek)
- Supportive of fisheries work in the district. Sherwood Road improvement is an important accomplishment. Anticipates more costs to come, particularly on the wetlands properties, though Caltrans is doing the best they can. Would like to see a more flexible approach as an educational tool to be learned from rather than the current regulatory approach. Supports paying this bill, but there needs to be a way to reduce future costs, by working with agencies for relief from those. (Woodhouse)
- Noted previous position against further supplemental funding; now has a better overall understanding. Skeptical about ultimate success of wetlands mitigation project. Not convinced it should be paid with transportation dollars. Will support this request. (Gjerde)

A motion was made by Director Hammerstrom, seconded by Director Ranochak, to adopt the resolution as recommended by the TAC. **Discussion on the motion:** Director Hammerstrom commented on the worthiness of both projects proposed for increased funding, despite his concerns. Ms. Barrett asked for confirmation that the motion was to adopt the RTIP as revised by staff in the handout. He concurred and noted MCOG was already invested in the two child projects in question. **The motion carried** on roll call vote (6 Ayes – Jackman/PAC, Hammerstrom, Stranske, Ranochak, Woodhouse, and Gjerde; 1 No - Scalmanini; 0 Abstaining; 1 Absent - Koogle): IT IS ORDERED that the following resolution is adopted, approving the 2016 Regional Transportation Improvement Program as recommended by the Technical Advisory Committee, including project delays for various projects and cost increases for the Ryan Creek/Coho Salmon Mitigation Project and the Sherwood Road Geometric Upgrade Project, and staff is authorized to submit the adopted RTIP to Caltrans and the California Transportation Commission.

Resolution No. M2015-17

Adopting the 2016 Regional Transportation Improvement Program
(Reso. #M2015-17 is incorporated herein by reference)

The Chair called a recess at 4:18 p.m. and reconvened the meeting at 4:27 p.m.

- b. Award of Local Transportation Fund (LTF) Two Percent Bicycle & Pedestrian Program Grants. Ms. Ellard reported that proposals were solicited of TAC members. Two were received, one from Mendocino County Department of Transportation for Branscomb Road Multi-Use Bridge Over Ten Mile Creek, and the other from City of Ukiah for ADA Curb Ramps – Phase 7. The TAC unanimously recommended 1) award of \$131,000 to the County’s project, and 2) if the County’s project fails due to bids exceeding available funding, award the same funding to the City’s project. Ms. Barrett added that the County’s project is programmed in the RTIP with additional funds in FY 2016/17.

Chair Gjerde commented on use of this program to fund bicycle racks. Ms. Ellard gave status, noting some funds remain from previous allocations to bike racks, or those projects were not yet complete. Chair Gjerde proposed that if the County’s proposed award is returned, award \$125,000 to the City’s ADA project and reserve \$6,000 for bicycle racks to be located at the best locations countywide. Ms. Ellard noted a previous lack of success with bike rack projects. Gjerde suggested that nonprofits might play a role.

There was further discussion of this idea by Director Hammerstrom and staff, given that these are funds accumulated for a certain purpose, and whether ADA projects meet this purpose. Mr. Dow noted the unfunded mandate of ADA. He sees those projects as a huge liability to the county and cities, as there will never be enough money for them. An important consideration is that they could be of benefit by reducing the potential for lawsuits. He expressed his support for the County’s project, as it would complete a long process of leveraging funds and is an eligible and desirable project.

Upon motion by Hammerstrom, second by Woodhouse, and carried unanimously on roll call vote (7 Ayes – Jackman/PAC, Hammerstrom, Scalmanini, Stranske, Ranochak, Woodhouse, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Koogle): IT IS ORDERED that \$131,000 is awarded to Mendocino County Department of Transportation for the Branscomb Road Multi-Use Bridge Over Ten Mile Creek, and if the project fails, the matter will come back to the Council for a decision on award of the funds to another project.

- c. Approval of Second Amendment to Fiscal Year 2015/16 Transportation Planning Overall Work Program (OWP). Ms. Ellard described the proposed amendment, referring to her written staff report for details. The changes recommended by the TAC are as follows.
- A remainder of \$2,934 from FY 2013/14 Planning, Programming & Monitoring (PPM) funds, due to expire June 30, 2016, are added to Work Element 7 for cost increases to Pavement Management Program local agency user fees (\$1,250) and for staff work (\$1,684).
 - A minor technical correction is made to the itemization of Work Element 14, Training; funding remains unchanged.
 - Funding of the work program is increased by \$2,934, from \$2,044,299 to a new total of \$2,047,233.

Upon motion by Hammerstrom, second by Woodhouse, and carried unanimously on roll call vote (7 Ayes – Jackman/PAC, Hammerstrom, Scalmanini, Stranske, Ranochak, Woodhouse, and Gjerde; 0 Noes; 0 Abstaining; 1 Absent - Koogle): IT IS ORDERED that the Second Amendment to the Fiscal Year 2015/16 Overall Work Program (OWP) is approved as recommended by the Technical Advisory Committee, and the Executive Director is authorized to sign appropriate certifications and a revised OWP Agreement as needed, and to forward to Caltrans as required.

9. Adoption of Resolution Establishing Guidance for the Commitment of RTIP Shares for the 2016 State Transportation Improvement Program (STIP) and Future Funding Cycles. Chair Gjerde asked that the Council consider postponing further discussion of this item. Mr. Dow suggested bringing it back prior to adoption of the 2018 RTIP. No action was taken.

10 - 11. Consent Calendar. Upon motion by Ranochak, second by Stranske, and carried unanimously (7 Ayes; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that consent items are approved:

10. Approval of November 2, 2015 Minutes – as written

11. Adoption of 2016 Board Calendar

12. Recess as Policy Advisory Committee - Reconvene as RTPA - Ratify Action of Policy Advisory Committee. Upon motion by Stranske, second by Hammerstrom, and carried

unanimously (6 Ayes; 0 Noes; 0 Abstaining; 1 Absent): IT IS ORDERED that the actions taken by the Policy Advisory Committee are ratified by the MCOG Board of Directors.

13. Reports - Information

- a. Mendocino Transit Authority. There was no report.
- b. North Coast Railroad Authority. Ms. Ellard reported that the November NCRA board meeting had been cancelled and she planned to attend the December meeting.
- c. MCOG Staff - Summary of Meetings. Mr. Dow referred to his written staff report. He described the recent Focus on the Future conference of the Self Help Counties Coalition, which he attended to learn more about transportation sales taxes. He confirmed that not much has changed for those programs since the last time MCOG was involved.
- d. MCOG Administration Staff
 1. *Status of Procurement Policies & Procedures Manual.* Ms. Orth reported on status and next steps for the manual, which had been approved in November contingent on review by County Counsel, and subsequent ratification by the Council. Acting County Counsel Elliot would begin her review the second week of December and then meet with Ms. Orth. She was still intending to meet the December 31 deadline for submittal to Caltrans, and place final approval by the Council on the February agenda.
 2. *U.S. 101 Bypass of Willits.* Mr. Dow referred to the Project Manager's monthly report.
 3. *Miscellaneous.* Mr. Dow reported Congress had passed the Fixing America's Surface Transportation (FAST) Act. He expects a small increase in the Regional Surface Transportation Program (RSTP) revenues, and a five percent increase over five years is anticipated for transportation funding to Cities and Counties.
- e. MCOG Planning Staff.
 1. *Local Transportation Sales Tax Initiative.* Ms. Barrett reported a consultant has been hired and the project is moving forward with surveys already underway. She anticipated that preliminary results would be reported by the next Council meeting.
 2. *Active Transportation Program (ATP) Safe Routes To School Non-Infrastructure Project.* Ms. Ellard reported that after a second solicitation, one proposal was received, and a consultant selection committee would meet the following day.
 3. *Miscellaneous.* Ms. Ellard reported the cycle for planning project applications had been recently concluded. Three proposals were received, which will be reported later in the upcoming budget process.
- f. MCOG Directors. None.
- g. California Association of Councils of Governments (CALCOG) Delegates. Mr. Dow reported attending recent meetings of CALCOG-member Executive Directors (CDAC group) regarding the State budget process, Cap & Trade program funds, and Affordable Housing/ Sustainable Communities (AHSC) program draft guidelines. Both urban and rural agencies are dissatisfied with the draft AHSC guidelines.

14. Adjournment. The meeting was adjourned at 4:54 p.m.

Submitted: PHILLIP J. DOW, EXECUTIVE DIRECTOR

By Janet Orth, Deputy Director/CFO with Leila Doyle, Administrative Assistant